

FUNCTIONAL TITLE: Employer Reporting Analyst
LOCATION: Massachusetts Teachers' Retirement System
500 Rutherford Avenue, Suite 210, Charlestown, MA 02129
STARTING SALARY: \$50,000
APPLICATION DEADLINE: Friday, December 31, 2021

The Massachusetts Teachers' Retirement System ("MTRS") is the pension plan for the Commonwealth's public-school educators. The plan provides retirement, disability, and survivor benefits to more than 67,000 recipients and maintains and services retirement accounts for more than 91,000 active members and 29,000 inactive members. On a monthly basis, the MTRS collects contributions and related data for all active members from more than 400 local school districts.

GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Director and Assistant Director of the Employer Services Unit, the Employer Reporting Analyst serves employers and members of the MTRS as part of the team responsible for monthly employer reporting, retiree insurance, and comprehensive employer support.

The Employer Reporting Analyst will be responsible for:

- Analyzing monthly earnings and deduction reports submitted by school districts throughout the Commonwealth within our online reporting system.
- Working with assigned employers to submit reports correctly and on-time.
- Working with employers on strategies to resolve reporting challenges or questions.
- Educating employers on their role in the reporting process and various MTRS procedures.
- Verifying and enforcing membership eligibility qualifications.
- Researching and reconciling errors in member accounts and processing the corrections when required.
- Assisting other MTRS staff with account research relating to recently reported and historical deductions.
- Acquiring knowledge of Chapter 32, state and federal regulations, and case law, on a continuing basis, as it relates to the work of the unit.
- Communicating via email, telephone, and video conference with school administrators, MTRS members, and MTRS staff.
- Participating in unit meetings, work group committees, and training programs as assigned.
- Assisting, when needed, with monthly retiree health insurance deductions and reports sent to employers and the Group Insurance Commission.
- Occasionally traveling to school districts and the MTRS Springfield office for employer meetings and/or employer training seminars provided to groups of school business officials and administrators.

QUALIFICATIONS REQUIRED:

- Excellent mathematical skills.
- Commitment to quality service.
- Ability to follow instructions and to work independently as well as a team member.
- Ability to maintain complex records and to prepare periodic reports
- Ability to communicate complex information concisely and professionally in writing, in person, or via telephone.
- Ability to establish and maintain effective and congenial working relationships with employers, the membership, other members of the public and MTRS staff.
- Experience with Microsoft Office Suite (particularly Excel) required and financial reporting software preferred.
- Accurate and swift data entry skills.
- Strong grammar and writing skills.
- Bachelor's Degree preferred or an Associate's Degree with equivalent relevant experience.

Expected Hours of Work

New hires are required to report to the office five days per week for 90 days. Thereafter, they may apply for a hybrid remote schedule. Hours of work are flexible, but are generally, Monday through Friday, either 7 AM to 3 PM, 8 AM to 4 PM or 9 AM to 5 PM. This position may require extended hours.

APPLICATION PROCESS:

Interested applicants must apply online through *MassCareers* at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl?ftlcompclass=LoginComponent>

All applicants must submit a cover letter and résumé. The cover letter must address why the applicant's background and training would make him or her a good fit for the position of the Employer Services Representative with the MTRS. **Applicants who do not submit a cover letter will not be considered.** Selected applicants may be invited to take a test designed to evaluate their basic writing, math, and computer skills.

The MTRS is an equal opportunity employer.